



Program Supervisor - Accessioning

Details

Job ID : 242

Title : Program Supervisor - Accessioning

Job Code : 919

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR SUPERVISING AND COORDINATING ACTIVITIES OF THE ACCESSIONING CLERKS, ACCESSING AND MONITORING RECORDS MANAGEMENT, AND MANAGING LONG-TERM STORAGE OF COURT RECORDS STATEWIDE

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS RELATED EXPERIENCE MUST BE IN RECORDS MANAGEMENT OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO LIFT 50 POUNDS
- EXTENSIVE STATEWIDE TRAVEL WITH OVERNIGHT REQUIREMENTS

Job Preferred Knowledge

- KENTUCKY COURT OF JUSTICE RETENTION SCHEDULES, RECORD STORAGE AND PRESERVATION.
- KNOWLEDGE AND USE OF SCANNING, MICROFILM OR OTHER ALTERNATIVE MEDIA PREFERRED.

Job Duties

- SUPERVISE ACCESSIONING STAFF
- INVENTORY AND BOX COURT RECORDS FOR ARCHIVING
- PREPARE TRANSMITTAL DOCUMENTS FOR KDLA FOR STORAGE AND RETRIEVAL OF RECORDS
- PREPARE THE DESTRUCTION CERTIFICATE FOR ELIGIBLE RECORDS
- TRANSPORT RECORDS TO A CENTRAL LOCATION
- OTHER DUTIES AS ASSIGNED